

DELPHI Skills Assessment for PA Systems Accountant

Check the response that best matches your experience. **Circle** (or highlight) the 5-10 skills that relate to areas where you need additional (or refresher) training in order to use the system more effectively in your job.

		Proficiency						
Skills	Does not apply to my job	I don't know how	I need help	I can do with written steps	I can do with some help	I can do without help	I can explain what I am doing	I can teach someone else
Basic Navigation								
Generate Transaction Reports								
Generate Project Expenditure Reports								
Generate Project Status Reports								
Generate Project Reports								
Generate Project Billing Process Flow Reports								
Generate Interface Audit Reports								
Generate Billing Invoice Activity Reports								
Generate Project Subledger Reports								
Generate Project Implementation Reports								
Distribute Project Costs								
Interface Project Transactions								
Tie Back Project Transactions								
Interface Project Transactions								
Update Project Summaries								
Generate Assets, Invoices, and Revenue								
Review Customer Setup Options								
Create a New Project Template								
Import Transactions into Projects								
Identify and Maintain Project Expenditure Setup								
Maintain Project Budget Setup								
Maintain Project Costing Setup								
Maintain Project Setup Information								
Maintain Project Billing Setup								
Maintain Human Resources Setup								